DEPARTMENT OF GENERAL SERVICES **RECORDS MANAGEMENT DIVISION** RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

Page 1 of

Agency

TOWN OF SOMERSET

Division/Unit **ADMINISTRATION**

14		B ((*)	
Item No.	Description	Retention	
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to Town administration.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer periodically to the Maryland State Archives.	
2.	Personnel Files Personnel records for employees. Includes: medical records, injury reports, disciplinary actions, commendations, promotions, awards, leave records, etc.	Retain for three years after termination date, then destroy.	
3.	Minutes of Town Council Meetings	Permanent. Transfer periodically to State Archives.	
4.	Minutes of Appointed Committees	Retain for three years, then destroy unless of historical value. Retain historical information permanently and transfer periodically to State Archives.	
Schedule A or Division Date Signature	Representative. Date 23 Jan 67	ate Archivist	
Typed Nam	ne <u>Thomas W. Carter</u> Signature	C. Paperfunt	
Title	Clerk-Treasurer		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. M-225

Page 2 of 3

Agency TOWN OF SOMERSET Division/Unit ADMINISTRATION

Item No.	Description	Retention
5.	Deeds/Agreements Deeds of property and agreements between the Town and individuals/entities.	Permanent. Transfer periodically to the State Archives.
6.	Annexations Annexation Petitions with supporting and background documents.	Permanent. Transfer periodically to the State Archives.
7.	Deannexations Deannexation Petitions with supporting and background documents.	Permanent. Transfer periodically to the State Archives.
8.	Charter, charter amendments, ordinances, and resolutions adopted by the Council with supporting and background documents, if any.	Permanent. Transfer periodically to the State Archives.
9.	Town Code and Amendments The Code, with amendments, contains the current local laws of the Town.	Permanent. Transfer periodically to the State Archives.
10.	Legal Opinions and Litigation. Written opinions rendered by the Town Attorney at the request of the Mayor and litigation cases involving the Town.	Permanent. Transfer periodically to the State Archives.
11.	Town Publications Town Journal, handbook, directories and various notices to the press and general public regarding current events.	Screen annually and destroy the material that is no longer needed for historical purposes. Retain historical information permanently and transfer periodically to State Archives.

DGS 550-1A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. M-225

Page 3 of 3

Agency
TOWN OF SOMERSET

Division/Unit ADMINISTRATION

	NOI SOMERSEI	DMINISTRATION
Item No.	Description	Retention
12.	Building Permits/ Plans for residents and Town facilities.	Permanent. Transfer periodically to the State Archives.
13.	Requests for Quotations/ Invitations to Bid This series contains the bid specifications, drawings, advertisement and other associated documents.	Retain in office for five years after contract completion or until audit requirements have been met, then destroy.
14.	Insurance (Property, Vehicle and Health) Documentation and correspondence relating to insurance for property, vehicle and health coverage.	Screen annually and destroy material having no further legal, administrative, fiscal or operational value.
15.	Insurance (Workers' Compensation) Workers' Compensation Claims: contains incident reports, correspondence, medical reports, invoices and medical authorization forms.	Retain until termination plus three years, then destroy.

ISTRUCTIONS - Type or Print a separate form for 1ch new or revised record series, forward with 1ch new or Record Retention Schedule (DGS 550-1) DEPARTMENT OF GENERAL S RECORDS MANAGEMENT D 7275 WATERLOO ROA PO BOX 275 JESSUP, MARYLAND 200		EMENT DIVISION LOO ROAD X 275	AGENCY RECORD	
Department/Agency Town of Somerset	2. Division Administration		3. Unit	
EFINITION - RECORD SERIES - A group of relational Record Series title	ated records normally filed	and used as a unit for ref	erence as well as retention ar 5. Earliest Year/Latest Yea	
General Correspondence			1906 to 2006	
Record Series Description (Briefly describe the t	ypes of information/docume	ents/forms found in the s	eries. Include the purpose or	function of the series.
Original incoming letters, copies materials related to Town Admir	• •	memoranda, studi	es, reports, directives	, policies and othe
Record Series Format(s)	8. Record Series Sequen	ce	9. Volume	
Letter Size Microfilm	Alphabetical		24 cubic Number feet	File Drawer(s) [Microfilm Reel(s) [
Legal Size Computer Tape	Numerical	ļ	Number	Computer Tape(s) [
Bound Book Floppy Disk	Chronological			Other (specify) [
Audio Tape Video Tape	Geographical		10. Annual Accumulation	File Drawer(s) [
Other (specify)	Other (specify)	· · · · · · · · · · · · · · · · · · ·	Number feet	Microfilm Reel(s) [Computer Tape(s) [Other (specify) [
1. File is Used	<u> </u>	12. File Becomes Inac	tive After	
☑ Daily ☐ Weekly ☐ Monthly		Number	Month(s)	(ear(s)
3. Current Location(s) (Bldg., Floor, Room) Town Hall		14. Is Record Series D (If yes, specify age	•]Yes P∕No
5. Access Restrictions Yes No (If yes, cite Law(s) & Regulations(s))		16. Audit Requiremen	ts 	Independent
The sale is the sale of the sa				
7. Is an Index System Used? (If yes, explain brief urdware/software.)	ly and describe any	needed for currer material that serv	and destroy the mater at business. Retain pe wes to document the or ments of the office. Tr	rmanently any rigin, developmen
). Name and Title of Preparer	20. Telephone number		21. Date	
Thomas W. Carter, Clerk-Treasurer	301-65	57-3211	October	26,2006

structions - Type or Print a separate form for ich new or revised record series, forward with	DEPARTMENT OF GE RECORDS MANAGI 7275 WATER	EMENT DIVISION LOO ROAD	AGENCY RECOR	
ecord Retention Schedule (DGS 550-1)		PO BOX 275 JESSUP, MARYLAND 20794		OF_15
Department/Agency Town of Somerset	· · · · · · · · · · · · · · · · · · ·		3. Unit	
EFINITION - RECORD SERIES - A group of rel	ated records normally filed	and used as a unit for refe	erence as well as retention as	nd disposition purposes.
Record Series title			5. Earliest Year/Latest Year	T.
Personnel Files			1985 to 2006	
Record Series Description (Briefly describe the	ypes of information/docum	ents/forms found in the se	eries. Include the purpose or	function of the series.
Personnel Files				
Personnel records for employee commendations, promotions, av			orts, disciplinary acti	ons,
Record Series Format(s)	8. Record Series Sequen		9. Volume	
•		ice .		File Drawer(s) [
Letter Size Microfilm	Alphabetical		Number Cu. Ft.	Computer Tape(s)
Legal Size Computer Tape	☐ Numerical		·	
Bound Book Floppy Disk	Chronological			Other (specify) [
☐ Audio Tape ☐ Video Tape	Geographical		10. Annual Accumulation	File Drawer(s)
<u> </u>			102 Eu. Ft	Microfilm Reel(s) [
Other (specify)	Other (specify)		Number	Computer Tape(s) [
<u> </u>				Other (specify) [
l. File is Used	<u> </u>	12. File Becomes Inac	tive After	
Daily Weekly Monthly		<u>5</u> Number	Month(s)	Year(s)
3. Current Location(s) (Bldg., Floor, Room) Town Hall		14. Is Record Series D (If yes, specify ager		Yes Mo
,				
5. Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requirement None	is State Federal	[Independent
7. Is an Index System Used? (If yes, explain brief irdware/software.) Yes No	ly and describe any	18. Recommended Ret Retain for three y destroy.	ention rears after termination	n date, then
). Name and Title of Preparer	20. Telephone number	<u> </u>	21. Date	
Thomas W. Carter, Clerk-Treasurer	301-65	7-3211	Octobe	26,2006

structions - Type or Print a separate form for ch new or revised record series, forward with ecord Retention Schedule (DGS 550-1)	DEPARTMENT OF GE RECORDS MANAGE 7275 WATERL PO BOX JESSUP, MARY	MENT DIVISION LOO ROAD (275	AGENCY RECORD PAGE 3	
Department/Agency Town of Somerset	2. Division Administrat	tion	3. Unit	
EFINITION - RECORD SERIES - A group of rela Record Series title Minutes of Town Council Meeting		and used as a unit for re	ference as well as retention and 5. Earliest Year/Latest Year 1906 to 2006	
Record Series Description (Briefly describe the ty Minutes of Town Council Meeting			series. Include the purpose or	function of the series.
Record Series Format(s) Letter Size	8. Record Series Sequence Alphabetical Numerical	ce	9. Volume 11 cu. F+ Number	File Drawer(s) [Microfilm Reel(s) [Computer Tape(s) [Other (specify) [
Bound Book Floppy Disk Audio Tape Video Tape Other (specify)	Chronological Geographical Other (specify)		10. Annual Accumulation Number	File Drawer(s) [Microfilm Reel(s) [Computer Tape(s) [Other (specify) [
Daily Weekly Monthly		12. File Becomes Ina S Number		ear(s)
S. Current Location(s) (Bldg., Floor, Room) Town Hall		14. Is Record Series I (If yes, specify ago	· -	Yes Ano
5. Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requirement None	nts State Federal	Independent
7. Is an Index System Used? (If yes, explain brieflardware/software.) Yes Tho	y and describe any	18. Recommended Re Permanent. Tran	etention asfer periodically to Sta	ate Archives.
Name and Title of Preparer Thomas W. Carter, Clerk-Treasurer	20. Telephone number 301-65	7-3211	21. Date October	26, 2006

structions - Type or Print a separate form for 1ch new or revised record series, forward with ecord Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275		PAGE 4 OF 15	
	JESSUP, MAR	YLAND 20794	PAGE	OF <u>/</u>
Department/Agency Town of Somerset	2. Division Administration		3. Unit	
EFINITION - RECORD SERIES - A group of rel	ated records normally filed	and used as a unit for re	ference as well as retention a	nd disposition purposes.
Record Series title			5. Earliest Year/Latest Year	ır
Minutes of Appointed Committee	ees		1975 to 2006	
Record Series Description (Briefly describe the t	ypes of information/docum	nents/forms found in the	series. Include the purpose of	function of the series.
Minutes of Appointed Committe	ees			
Record Series Format(s)	8. Record Series Sequer	nce	9. Volume	
Letter Size Microfilm	Alphabetical		11 cu. FT.	File Drawer(s) [Microfilm Reel(s) [
	l <u> </u>		Number	Computer Tape(s)
Legal Size Computer Tape	Numerical			Other (specify)
Bound Book Floppy Disk	Chronological		10. Annual	
Audio Tape Video Tape	Geographical		Accumulation	File Drawer(s)
Other (specify)	Other (specify)	·	135 cuift:	Microfilm Reel(s) [
	_		Number	Computer Tape(s) [
				Other (specify) [
1. File is Used		12. File Becomes Ina	ctive After	
Daily Weekly Monthly		Number	Month(s)	rear(s)
3. Current Location(s) (Bldg., Floor, Room)				Yes No
Town Hall		(If yes, specify ag	ency or office)	
5. Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requireme	nts State Federal	Independent
7. Is an Index System Used? (If yes, explain brief urdware/software.)	ly and describe any	value. Retain his	etention years, then destroy un storical information per cally to State Archives	ermanently and
). Name and Title of Preparer	20. Telephone number	<u> </u>	21. Date	
Thomas W. Carter, Clerk-Treasurer	301-64	57-3211		2/2 2001

structions - Type or Print a separate form for ich new or revised record series, forward with ecord Retention Schedule (DGS 550-1)	DEPARTMENT OF GE RECORDS MANAGE 7275 WATERI PO BOX	EMENT DIVISION LOO ROAD	AGENCY RECORD	
ecold Retellation Schedule (DGS 530-1)	JESSUP, MARY		PAGE 5	OF /S
Department/Agency Town of Somerset	2. Division Administra	tion	3. Unit	
EFINITION - RECORD SERIES - A group of rel	ated records normally filed:	and used as a unit for ref	ference as well as retention and	disposition purposes.
Record Series title			5. Earliest Year/Latest Year	
Deeds/Agreements			1964 to 2004	
Record Series Description (Briefly describe the t	ypes of information/docume	ents/forms found in the s	series. Include the purpose or f	unction of the series.
Deeds of property and agreemen	nts between the Town	n and individuals/o	entities.	
Record Series Format(s)	8. Record Series Sequen	ce	9. Volume	
	l		136 cu, \$t.	File Drawer(s)
- <u>-</u>	Alphabetical		Number	Microfilm Reel(s)
Legal Size Computer Tape	☐ Numerical			Computer Tape(s)
Bound Book Floppy Disk	Chronological			Other (specify)
Audio Tape Video Tape	Geographical		10. Annual Accumulation	File Drawer(s) [
Other (specify)	Other (specify)		1008 cu. ft.	Microfilm Reel(s) [
			Number	Computer Tape(s) [
				Other (specify) [
l. File is Used		12. File Becomes Inac	ctive After	
Daily Weekly Monthly		Number	Month(s)	ear(s)
3. Current Location(s) (Bldg., Floor, Room) Town Hall		14. Is Record Series I (If yes, specify age	-	Yes DNo
i. Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requiremer None	nts State Federal	Independent
Section of Property and				
7. Is an Index System Used? (If yes, explain brief urdware/software.) Yes No	ly and describe any	18. Recommended Re Permanent. Tran	sfer periodically to the	State Archives.
	t t			
). Name and Title of Preparer	20. Telephone number		21. Date	4.6
Thomas W. Carter, Clerk-Treasurer	301-65	7-3211	October 2	16, 2006

·-- 4. 5.

ructions - Type or Print a separate form for new or revised record series, forward with ord Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 6 OF 15	
Department/Agency	2. Division	LAND 20794	3. Unit	
Town of Somerset	Administra	tion	}	
INITION - RECORD SERIES - A group of rel	ated records normally filed	and used as a unit for re	 ference as well as retention and	disposition purposes.
lecord Series title			5. Earliest Year/Latest Year	
Annexations			1964 to 2006	
tecord Series Description (Briefly describe the	types of information/docume	ents/forms found in the	series. Include the purpose or f	unction of the series.
Annexation Petitions with support	orting and backgroun	d documents.		
Record Series Format(s)	8. Record Series Sequence	ce	9. Volume	File Drawer(s)
Letter Size Microfilm	Alphabetical		.02 cu ft.	Microfilm Reel(s)
Legal Size Computer Tape	Numerical		Number	Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	Chronological			Other (specify)
Audio Tape Video Tape	Geographical		10. Annual Accumulation	File Drawer(s)
Other (specify)	Other (specify)		, 0004 eu. et	
	Other (specify)		Number	Computer Tape(s)
				Other (specify)
File is Used	•	12. File Becomes Ina	ctive After	
Daily Weekly Monthly	į	Number	Month(s)	ear(s)
Current Location(s) (Bldg., Floor, Room)		4		Yes No
Town Hall		(If yes, specify age	ency of office)	
Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requirement None	nts State Federal	Independent
Is an Index System Used? (If yes, explain brief lware/software.)	fly and describe any	18. Recommended Re Permanent. Tran	stention sfer periodically to the	State Archives.
Name and Title of Preparer	20. Telephone number	<u> </u>	21. Date	
homas W Carter, Clerk-Treasurer	301-65	7-3211	October .	26,2006
and the second of the second of the second	Street of			

structions - Type or Print a separate form for ch new or revised record series, forward with ecord Retention Schedule (DGS 550-1)	DEPARTMENT OF GE RECORDS MANAGI 7275 WATER PO BOS JESSUP, MARY	EMENT DIVISION LOO ROAD K 275	AGENCY RECORDS INVENTORY PAGEOF
Department/Agency Town of Somerset	2. Division Administration		3. Unit
EFINITION - RECORD SERIES - A group of rela	ated records normally filed	and used as a unit for ref	erence as well as retention and disposition purposes.
Record Series title			5. Earliest Year/Latest Year
Deannexations			1984 to 1988
Record Series Description (Briefly describe the ty	ypes of information/docume	ents/forms found in the s	eries. Include the purpose or function of the series.
Deannexations Petitions with supp	porting and backgrou	und documents.	
Record Series Format(s)	8. Record Series Sequen		9. Volume
	´	ce	File Drawer(s)
Letter Size Microfilm	Alphabetical		Number Cu 4+, Microfilm Reel(s) [
Legal Size Computer Tape	Numerical		Computer Tape(s)
Bound Book Floppy Disk	Chronological		Other (specify)
☐ Audio Tape ☐ Video Tape	Geographical		10. Annual Accumulation File Drawer(s)
Other (specify)	Other (specify)		Number Number
. File is Used		12 El-D	
Daily Weekly Monthly		12. File Becomes Inac	Month(s) Year(s)
Current Location(s) (Bldg., Floor, Room) Town Hall		14. Is Record Series E (If yes, specify age	· —
i. Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requiremen □ None	ts State Federal Independent
'. Is an Index System Used? (If yes, explain brieff ardware/software.)	y and describe any	18. Recommended Re Permanent. Tran	tention sfer periodically to the State Archives.
Name and Tule of Preparer Thomas W. Carter, Clerk-Treasurer	20. Telephone number 301-65	7-3211	21. Date October 26, 2006

structions - Type or Print a separate form for 11th new or revised record series, forward with ecord Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP, MARYLAND 20794		AGENCY RÉCORDS INVENTORY PAGE OF 15	
Department/Agency	2. Division	1LAND 20194	3. Unit	
Town of Somerset	Administra	tion		
EFINITION - RECORD SERIES - A group of rela	ted records normally filed	and used as a unit for ref	ference as well as retention	and disposition purposes.
Record Series title			5. Earliest Year/Latest Year/L	ear
Legislation			1912 to 2004	
Record Series Description (Briefly describe the ty	pes of information/docum	ents/forms found in the s	series. Include the purpose	or function of the series.
Charter, charter amendments, orobackground documents, if any.	dinances and resolut	tions adopted by th	ne Council with supp	oorting and
(N)				
Record Series Format(s)	8. Record Series Sequen	ice	9. Volume	File Drawer(s) [
Letter Size Microfilm	☐ Alphabetical		1.04 cu. st.	Microfilm Reel(s)
Legal Size Computer Tape	Numerical		Number	Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	Chronological			Other (specify) [
Audio Tape Video Tape	☐ Geographical		10. Annual Accumulation	File Drawer(s) [V
			ħ l A	Microfilm Reel(s) [
Other (specify)	Other (specify)		Number	Computer Tape(s) [
		 		Other (specify) [
1. File is Used		12. File Becomes Inac	ctive After	
Daily Weekly Monthly		Number	Month(s)	Year(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series I		Yes No
Town Hall		(If yes, specify age	sicy of office)	
5. Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requirement None	nts State Federal	Independent
The second secon	Conce	10.		
7. Is an Index System Used? (If yes, explain briefl irdware/software.) Yes No	To the state of th	18. Recommended Re Permanent. Tran	sfer periodically to t	he State Archives.
Name and Title of Preparer Thomas W. Carter, Clerk-Treasurer	20. Telephone number	57-3211	21. Date	26 2001

.

. .

structions - Type or Print a separate form for ich new or revised record series, forward with ecord Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP, MARYLAND 20794 2. Division Administration		PAGE 9 OF 15	
Department/Agency Town of Somerset			3. Unit	
EFINITION - RECORD SERIES - A group of relative Record Series title Town Code and Amendment		and used as a unit for re	ference as well as retention and 5. Earliest Year/Latest Year / 989 to 2006	disposition purposes.
Record Series Description (Briefly describe the ty	<u></u>	ents/forms found in the		unction of the series.
The Code, with amendments, cont	ains the current loca	l laws of the Tow	'n.	
Record Series Format(s)	8. Record Series Sequent	ce	9. Volume	File Drawer(s) [$ u$
Letter Size Microfilm	Alphabetical		132 cu, ft,	Microfilm Reel(s) [
Legal Size Computer Tape	Numerical		Number	Computer Tape(s) [
Bound Book Floppy Disk	Chronological			Other (specify)
Audio Tape Video Tape	Geographical		10. Annual Accumulation	File Drawer(s) [
Other (specify)	Other (specify)	<u>subject</u>	1018 eu. ft.	Microfilm Reel(s) [Computer Tape(s) [Other (specify) [
1. File is Used	L	12. File Becomes Ina	L ctive After	
Daily Weekly Monthly		Number S	Month(s)	ear(s)
3. Current Location(s) (Bldg., Floor, Room) Town Hall		14. Is Record Series I (If yes, specify ago		Yes DNO
5. Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requirement None	nts State Federal	Independent
7. Is an Index System Used? (If yes, explain briefl indware/software.)	ly and describe any	18. Recommended Re Permanent. Tran	etention asfer periodically to the	State Archives.
). Name and Title of Preparer	20. Telephone number		21. Date	
Thomas W. Carter, Clerk-Treasurer	301-65	7-3211	October ?	26, 2006
Bright Say a second of the sec				

structions - Type or Print a separate form for ich new or revised record series, forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP, MARYLAND 20794 2. Division Administration		AGENCY RECORDS INVENTORY	
ecord Retention Schedule (DGS 550-1)			PAGE	OF_15
Department/Agency Town of Somerset			3. Unit	
EFINITION - RECORD SERIES - A group of rel	ated records normally filed	and used as a unit for re	ference as well as retention and	disposition purposes.
Record Series title Legal Opinions and Litigation.			5. Earliest Year/Latest Year	
			1954 to 2004	
Record Series Description (Briefly describe the to Written opinions rendered by the Town.			·	
Record Series Format(s) Letter Size	8. Record Series Sequen Alphabetical	ice	9. Volume 172 c4. FT.	File Drawer(s) [Microfilm Reel(s) [
Legal Size Computer Tape	Numerical		Number	Computer Tape(s) [
☐ Bound Book ☐ Floppy Disk	Chronological			Other (specify)
			10. Annual	Ell. D
Audio Tape Video Tape Other (specify)	Geographical Other (specify)	SUBJECT	Accumulation , 0/4 cu, ++ Number	File Drawer(s) [Microfilm Reel(s) [Computer Tape(s) [Other (specify) [
l. File is Used		12. File Becomes Ina	tive After	
Daily Weekly Monthly		Number /	Month(s)	ear(s)
3. Current Location(s) (Bldg., Floor, Room) Town Hall		14. Is Record Series I (If yes, specify ago	-	Yes 🔃 Yo
5. Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requirement None	nts State Federal	Independent
. ** -	name.			
7. Is an Index System Used? (If yes, explain briefly and describe any irdware/software.) Yes Yes		18. Recommended Retention Permanent. Transfer periodically to the State Archives.		
Name and Title of Preparer Thomas W. Carter, Clerk-Treasurer-	20. Telephone number 301-65	57-3211	21. Date October 2	26,2006

structions - Type or Print a separate form for 1ch new or revised record series, forward with ecord Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP, MARYLAND 20794			rds inventory
Department/Agency	2. Division		3. Unit	
Town of Somerset	Administration			
EFINITION - RECORD SERIES - A group of rela	ated records normally filed	and used as a unit for ret	ference as well as retention	and disposition purposes.
Record Series title			5. Earliest Year/Latest Ye	ear
Town Publications			1930 to 2006	
Record Series Description (Briefly describe the to Town Journal, handbook, director events.	· -		· -	
Record Series Format(s)	8. Record Series Sequen	се	9. Volume	File Drawer(s)
Letter Size Microfilm	Alphabetical		11 cu. +1.	Microfilm Reel(s)
Legal Size Computer Tape	Numerical		Number	Computer Tape(s) [
Bound Book Floppy Disk	Chronological			Other (specify)
☐ Audio Tape ☐ Video Tape	Geographical		10. Annual Accumulation	File Drawer(s)
			14. cu. ft,	Microfilm Reel(s) [
Other (specify)	Other (specify)		Number	Computer Tape(s) [
				Other (specify) [
1. File is Used		12. File Becomes Inac	ctive After	
Daily Weekly Monthly		Number	Month(s)	Year(s)
3. Current Location(s) (Bldg., Floor, Room) 10 ww Hull		14. Is Record Series I (If yes, specify age		∏Yes ⊒₩6
5. Access Restrictions Yes (If yes, cite Law(s) & Regulations(s))		16. Audit Requiremer	nts State Federal	Independent
7. Is an Index System Used? (If yes, explain briefly and describe any urdware/software.) Yes No		needed for histor	and destroy the materical purposes. Retain	n historical
). Name and Title of Preparer	20. Telephone number		21. Date	
Thomas W. Carter, Clerk-Treasurer 301-657-3211		October	26, 2004	

structions - Type or Print a separate form for ich new or revised record series, forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOY 275		AGENCY RECORDS INVENTORY	
ecord Retention Schedule (DGS 550-1)		PO BOX 275 JESSUP, MARYLAND 20794		OF_13
Department/Agency Town of Somerset	2. Division Administration		3. Unit	
EFINITION - RECORD SERIES - A group of rel	ated records normally filed	and used as a unit for re-	ference as well as retention and	d disposition purposes.
Record Series title			5. Earliest Year/Latest Year	•
Building Permits			1900 to 2006	
Record Series Description (Briefly describe the t	ypes of information/docum	ents/forms found in the	series. Include the purpose or	function of the series.
Plans for residents and Town faci	lities.			
		•		
Record Series Format(s)	8. Record Series Sequen	ce	9. Volume	File Drawer(s) [
Letter Size Microfilm	Alphabetical		97 cu. ft.	Microfilm Reel(s)
Legal Size Computer Tape			Number	Computer Tape(s) [
	Numerical			Other (specify)
Bound Book Floppy Disk	Chronological		10. Annual	
☐ Audio Tape ☐ Video Tape	Geographical		Accumulation	File Drawer(s) [
Other (specify) Blue Prints	Other (specify)		, 97 cu.ft.	Microfilm Reel(s) [
and Building Plans			Number	Computer Tape(s) [
arry low 111/10g 114 NS				Other (specify) [
l. File is Used	. -	12. File Becomes Ina	ctive After	
Daily Weekly Monthly		Number	Month(s)	ear(s)
3. Current Location(s) (Bldg., Floor, Room)				Yes 140
Town Hall		(If yes, specify age	ency or office)	
,				
5. Access Restrictions Yes		16. Audit Requiremen	nts	
(If yes, cite Law(s) & Regulations(s))			State Federal	Independent
والمعاولة والمراجع والمراجع والمراجع والمعارض وا	ge were desired as the			
The second of th				
7. Is an Index System Used? (If yes, explain briefly and describe any urdware/software.)		18. Recommended Re		Stata Amahiyaa
		Permanent. Transfer periodically to the State Archives.		
केन्द्र क्षेत्र विश्व	<u> </u>			
***	<u> </u>			
). Name and Title of Preparer	20. Telephone number	·	21. Date	•
Thomas W. Carter, Clerk-Treasurer 301-657		57-3211	October 2	26,2006

structions - Type or Print a separate form for ich new or revised record series, forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 13 OF 15	
ecord Retention Schedule (DGS 550-1)				
Department/Agency Town of Somerset	2. Division Administra	tion	3. Unit	
EFINITION - RECORD SERIES - A group of rela	ated records normally filed	and used as a unit for re	ference as well as retention and disposition purposes.	
Record Series title			5. Earliest Year/Latest Year	
Requests for Quotations/Invitations to Bid			1993 to 2006	
Record Series Description (Briefly describe the t	ypes of information/docume	ents/forms found in the	I	
This series contains the bid specif	ications, drawings, a	ndvertisements and	d other associated documents.	
	~			
Record Series Format(s)	8. Record Series Sequen	ce	9. Volume File Drawer(s)	
Letter Size Microfilm	Alphabetical		.76 ca, ft. Microfilm Reel(s) [
Legal Size Computer Tape	Numerical		Number Computer Tape(s) [
☐ Bound Book ☐ Floppy Disk			Other (specify)	
			10. Annual	
☐ Audio Tape ☐ Video Tape	Geographical	. / ' 4	Accumulation File Drawer(s) [
Other (specify)	Other (specify)	unged	Number Computer Tape(s) [
			Other (specify) [
I. File is Used	1	12. File Becomes Ina	ctive After	
Daily Weekly Monthly		Number	Month(s) Year(s)	
3. Current Location(s) (Bldg., Floor, Room)			Ouplicated Elsewhere? Yes	
Town Hall		(If yes, specify ago	ency or office)	
5. Access Restrictions Yes No (If yes, cite Law(s) & Regulations(s))		16. Audit Requirement None	nts State Federal Independent	
The second secon		10 -		
7. Is an Index System Used? (If yes, explain briefly and describe any urdware/software.) Yes No		Retain in office	for five years after contract completion quirements have been met, then destroy.	
). Name and Title of Preparer	20. Telephone number	L	21. Date	
Thomas W., Carter, Clerk-Treasurer	ļ. <i>i</i> .	7-3211	October 26, 0,006	

Same or an area of the same

structions - Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
ch new or revised record series, forward with cord Retention Schedule (DGS 550-1) PO BC JESSUP, MAR		X 275	PAGE 14 OF 15	
Department/Agency Town of Somerset	2. Division Administration		3. Unit	
EFINITION - RECORD SERIES - A group of rel Record Series title	ated records normally filed	and used as a unit for re	ference as well as retention and 5. Earliest Year/Latest Year	disposition purposes.
Insurance (Property, Vehicle and Health)			1988 to 2004	
Record Series Description (Briefly describe the t	ypes of information/docum	ents/forms found in the s	series. Include the purpose or f	function of the series.
Documentation and corresponden	ce relating to insurar	nce for property, v	rehicles and health cover	erage.
Record Series Format(s)	8. Record Series Sequen	ce	9. Volume	File Drawer(s) 🌠
Letter Size Microfilm	Alphabetical		. 76 cu. ft.	Microfilm Reel(s) [
Legal Size Computer Tape	Numerical		·	Computer Tape(s) [Other (specify) [
☐ Bound Book ☐ Floppy Disk	Chronological		10. Annual	
Audio Tape Video Tape	Geographical		Accumulation	File Drawer(s) [
Other (specify)	Other (specify)		104 cuift.	Microfilm Reel(s) [
			Number	Computer Tape(s) [Other (specify) [
l. File is Used	1	12. File Becomes Inac	tive After	
Daily Weekly Monthly		Number	Month(s)	ear(s)
3. Current Location(s) (Bldg., Floor, Room) Town Hall		14. Is Record Series I (If yes, specify age	· —	Yes 440
5. Access Restrictions Yes No (If yes, cite Law(s) & Regulations(s))		16. Audit Requirement None	nts State Federal	Independent
Mark State Company of the Company of		10.5		
7. Is an Index System Used? (If yes, explain briefly and describe any urdware/software.) Yes Yes			and destroy material hative, fiscal or operation	_
). Name and Title of Preparer	20. Telephone number	I	21. Date	
		7-3211	10/26/0	6
A Comment of the Comm	**************************************			

<u>istructions</u> - Type or Print a separate form for ich new or revised record series, forward with ecord Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP, MARYLAND 20794 2. Division Administration		AGENCY RECORDS INVENTORY PAGE 15 OF 15	
Department/Agency Town of Somerset			3. Unit	
EFINITION - RECORD SERIES - A group of rela	ated records normally filed	and used as a unit for re	ference as well as retention and	disposition purposes.
Record Series title			5. Earliest Year/Latest Year	
Insurance (Workers' Compensation)			1979 to 2004	
Record Series Description (Briefly describe the t	ypes of information/docume	ents/forms found in the	series. Include the purpose or fi	unction of the series.
Workers' compensation Claims: c medical authorization forms. See attached list of files.	ontains incident repo	orts, corresponden	nce, medical reports, inv	roices and
	T			
Record Series Format(s)	8. Record Series Sequen	ce ,	9. Volume	File Drawer(s) [
Letter Size Microfilm	Alphabetical		· 90 cu. ft	Microfilm Reel(s) [
Legal Size Computer Tape	Numerical		- Pranticor	Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	Chronological			Other (specify)
☐ Audio Tape ☐ Video Tape	Geographical		10. Annual Accumulation	File Drawer(s) [
Other (specify)	Other (specify)		Number cu, ft.	Microfilm Reel(s) [Computer Tape(s) [Other (specify) [
1. File is Used	<u></u>	12. File Becomes Ina	ctive After	
Daily Weekly Monthly		Number	Month(s)	ar(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? Yes No		
TOWN Hall		(If yes, specify ago	ency or office)	
5. Access Restrictions Yes You (If yes, cite Law(s) & Regulations(s))		16. Audit Requirements None State Federal Independent		
T. V. Contraction of the Contrac	·	10 Danmard 35	otoution	
7. Is an Index System Used? (If yes, explain briefly and describe any urdware/software.) Yes Yes		18. Recommended Re Retain until term	etention nination plus three years	s, then destroy.
). Name and Title of Preparer	20. Telephone number	L	21. Date	
Thomas W. Carter, Clerk-Treasurer	301-65	7-3211	October 2	6,2006